

TITLE: CIB 90-30 CONTRACT INFORMATION BULLETIN 90-30

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON. D.C. 20523

December 7, 1990

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: DAA/MS, John F. Owens, Procurement Executive

SUBJECT: Special Billing Instructions

CONTRACT INFORMATION BULLETIN 90-30

Based on a recent audit, the IG has suggested that both contractor's preparation of payment requests and AID's processing and review of such payment requests would, in some cases, benefit from provision of additional guidance on the documentation which AID needs in order to efficiently review and make payment.

The Inspector General's concern is that voucher examiners in Financial Management are provided with the information necessary for them to process requests for payment and ensure the payments are consistent with the contractual document's terms and conditions. This means that the standard payment provisions may not always be appropriate. For example, cases where the contract allows for variations which may affect payments (such as allowing the contractor discretion to shift limited amounts within specified budget items, or specifying the amount and types of labor categories to be used) or where the contract covers more than one component of a project; the contracting officer should consider whether any additional guidance supplementing the standard Documentation for Payment clause (752.7003) would be helpful to either the contractor or the paying office. If the contract, for example, provides for X number of hours of certain types of labor, the billing instructions should direct the contractor to submit the request for payment in a format that allows the voucher examiner to verify that the total number of hours by labor category are not being exceeded, or that other types of labor are not being substituted. If additional billing instructions might be necessary, the Contracting Officer should consult with the contractor, the project officer, and the paying office to determine what supplementary guidance should be provided.

FYI, submission of detailed documentation in support of vouchers is not being suggested by this CIB. Our concern is that sufficient guidance is available to enable the contractor to submit requests for payment including all information necessary to permit the AID paying office to responsibly review and process the request.